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Enriching Lives Through Effective And Caring Service



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Cynthia D. Banks
Director
Otto Solórzano
Chief Deputy

May 10, 2011

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

#24 MAY 10, 2011

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

Dear Supervisors:

AUTHORIZATION TO ACCEPT OLDER AMERICANS ACT TITLE III-C (C-1 AND C-2) GRANT AWARDS AND CONTRACT AMENDMENTS AND APPROVAL TO EXECUTE CONTRACTS WITH THE CALIFORNIA DEPARTMENT OF AGING (CDA) AND CONSULTING NUTRITIONAL SERVICES (CNS) FOR THE PROVISION OF DIETARY ADMINISTRATIVE SUPPORT SERVICES (ALL SUPERVISORIAL DISTRICTS) (3-VOTES)

SUBJECT

Community and Senior Services (CSS) seeks delegated authority to: 1) accept Older Americans Act (OAA) grant awards and any additional funding from the California Department of Aging (CDA) for the funding period beginning July 1, 2011 through June 30, 2015, and execute contracts and contract amendments with the CDA throughout the funding period; 2) execute a contract with Consulting Nutritional Services (CNS) for the provision of food service oversight at food production locations that provide nutritional meals to eligible older adults at strategically located congregate sites and home-delivered meals to homebound older adults through the Dietary Administrative Support Services (DASS) Program; 3) execute contract amendments with CNS within the contract term to increase or decrease the contract amount; and 4) execute a Cost of Living Adjustment (COLA) to the contracted agency consistent with the County's established policy and contract language.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Delegate authority to the Director of CSS, or designee, from the Los Angeles County Area Agency on Aging (AAA), Planning and Service Area (PSA) 19, to accept OAA Title III-C-1 and Title III-C-2 grant awards and any additional funding thereto from the CDA for each year of the funding period beginning July 1, 2011 through June 30, 2015, under the following CDA contract numbers: 1)

AP-1112-19 (for FY 2011-12); 2) AP-1213-19 (for FY 2012-13); 3) AP-1314-19 (for FY 2013-14); and, 4) AP-1415-19 (for FY 2014-15); and execute annual contracts and all future contract amendments with the CDA required for acceptance of these funds, during the funding period, provided that: 1) the referenced CDA contract numbers do not change during the four-year funding period, and 2) the Director of CSS, or designee, notifies your Board and the Chief Executive Officer (CEO) in writing within ten work days of accepting the funding.

2. Delegate authority to the Director of CSS, or designee, to negotiate and execute a contract with CNS (Contract Number DASS-1115-01) for the provision of specialized DASS program services for a four-year contract term, effective July 1, 2011 through June 30, 2015, after County Counsel (Counsel) approval of the contract as to form. The estimated amount for FY 2011-12 is \$396,168. Overall funding for this agency is subject to the availability of funds each fiscal year and the agency's performance in meeting the goals of the DASS Program in the County.

3. Authorize the Director of CSS, or designee, to execute contract amendments as needed throughout the contract term effective July 1, 2011 through June 30, 2015, to increase or decrease the contract amount in response to the availability of funding and based on contractor performance provided that: (a) any increase/decrease does not exceed 10% of the original contract amount, and the total allocation does not exceed funding availability (b) approval of Counsel as to form is obtained prior to any such amendment and (c) the Director of CSS, or designee, confirms in writing to your Board and the CEO within 30 days after such amendments have been executed. This action would ensure full expenditure of the DASS Program funds and is consistent with the Board's policy requiring review of contractor performance.

4. Authorize the Director of CSS, or designee, to execute and approve COLA increases or decreases to the contracted agency at the Director's discretion, consistent with the County's established policy and contract language.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended actions will enable CSS to continue administration of the DASS Program for the contract term beginning July 1, 2011 through June 30, 2015. This program provides critical centralized dietary services at food production and service locations and centralized dietary services to AAA Elderly Nutrition Program (ENP) service providers to ensure compliance with Title III-C and Hazard Analysis Critical Control Points (HACCP) requirements throughout the County.

The types of services provided through the DASS Program include, but are not limited to, the following: nutrition education provided to older adults who participate in the Elderly Nutrition Program, food service oversight, menu review and approval, food production safety and sanitation standards, congregate site and home-delivered meal route monitoring, caterer and central kitchen monitoring, in-service training, and conducting ServSafe and HACCP Course training.

Performance Measures

The success of the DASS program will be determined based on performance measures which align with State mandated requirements. In order to improve and maintain seniors' health behaviors, we will measure:

- The number of Nutrition Education group sessions held each year at ENP congregate sites that

serve meals 5 to 7 times per week,

- The number of participants attending Nutrition Education group sessions held each year at ENP congregate sites that serve meals 5 to 7 times per week.
- The number of Nutrition Education group sessions held each year at ENP congregate sites that serve meals less than 5 times per week.
- The number of participants attending Nutrition Education group sessions held each year at ENP congregate sites that serve meals less than 5 times per week.

Implementation of Strategic Plan Goals

The recommended actions support the County's Strategic Plan Goals: Goal #1 Operational Effectiveness, Goal #2 Children, Family and Adult Well-Being, and Goal #4 Health and Mental Health.

FISCAL IMPACT/FINANCING

The recommendations have no impact on Net County Cost. The DASS Program is fully financed with OAA grant funds received from the CDA annually. Funding for the DASS Program has been included in the Department's FY 2011-12 proposed budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On May 19, 2009, your Board approved a one-year contract term, effective July 1, 2009 through June 30, 2010, and one optional 12-month extension for FY 2010-11 with CNS, and approved delegated authority for the Director of CSS, or designee, to execute contract amendments with CNS, as needed, throughout the contract term and one-year extension.

The current DASS Program contract with CNS is due to expire on June 30, 2011. CSS released a RFP in October 2010 to solicit proposals from qualified agencies to provide DASS Program services beginning July 1, 2011 for a four-year contract term, commencing July 1, 2011 through June 30, 2015, contingent upon the availability of funds and contractor performance.

CNS was the sole proposer and proposed unit rates specified on the Attachment. The unit rates are in compliance with all Board and CEO requirements. CNS, recommended for funding, is in compliance with all Board and CEO requirements.

The DASS Program contract contains COLA language that is consistent with current County policy. County Counsel approval as to form will be obtained prior to execution of the contract and any amendments with CNS. The CEO and County Counsel have reviewed and concur with the recommended actions.

CONTRACTING PROCESS

On October 15, 2010, CSS released a RFP to solicit proposals from qualified agencies to provide DASS program services to adults aged 60 and older enrolled in the ENP, and ENP Contractors and their caterers. CSS sent over 600 letters of interest from a compiled address list to potential bidders

in all supervisorial districts, including the Los Angeles County Commission for Older Adults (LACCOA) members and current AAA-funded agencies. The RFP was advertised in greater Los Angeles County newspapers such as the Los Angeles Times, L.A. Watts Times, Antelope Valley Press, San Gabriel Valley Tribune, Daily Breeze, Daily News, Long Beach Press Telegram and HOY. The RFP and all related documents were also posted and available on the CSS, Internal Services Department (ISD) and County Office of Small Business (OSB) websites.

In response to the RFP, one agency submitted a proposal to provide DASS Program services. CNS is being recommended for funding having satisfied the evaluation criteria by receiving a score of 700 or higher (out of a total 1,000 possible).

The DASS contract is not a Proposition A contract in which living wage laws would be applicable. CSS is not capable of providing the direct centralized dietary support services.

Monitoring

Monitoring of the DASS Program will be conducted on an annual basis and will include administrative and programmatic monitoring to ensure contract compliance. Program monitoring is accomplished through the CSS Contract Compliance Division. Fiscal compliance monitoring will be conducted biannually by an approved vendor procured through the Auditor-Controller.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

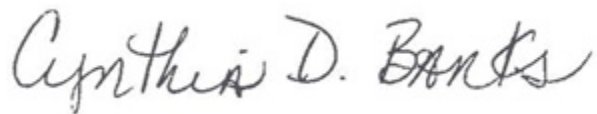
The recommended actions will assure the continuation of DASS Program services throughout the County of Los Angeles, enabling older adults to continue independent living, and enjoying safe and nutritious meals at either a congregate site or at home via home-delivered meals.

CONCLUSION

Upon Board approval, please provide a copy of the adopted Board letter to Ms. Sonja Ivey-Rojas, CSS, 3175 West Sixth Street, Room 403, Los Angeles, CA, 90020 or via E-mail at: siveyrojas@css.lacounty.gov.

If you need to contact Ms. Ivey-Rojas, her telephone number is (213) 351-8917.

Respectfully submitted,

A handwritten signature in dark ink, reading "Cynthia D. Banks". The signature is written in a cursive, flowing style.

CYNTHIA D. BANKS
Director

CDB:OS:MQ:
CD:SIR

Enclosures

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

DASS PROGRAM SERVICES		UNIT COST
Title III C-1 Nutrition Education	\$	54
Title III C-2 Nutrition Education	\$.66
Title III C-1 Congregate Site Monitoring	\$	60
Title III C-2 Home-Delivered Meal Route	\$	54
Caterer and Central Kitchen Monitoring	\$	60
In-Service Training	\$	54
Workshops	\$	54
ServSafe Course	\$	54
HACCP Course	\$	54
Menu Review	\$	54